

TO:

Puerto Rico Chief Federal Monitor

FOR:

Paralegal Services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
01/02/2024	-Wrote memorandum/ emailed Monitors John Romero and Denise Rodriguez	.75	90.00	67.50
	-Emailed December 253 notes to Monitors JR and DR and respective monitors			
01/09/2024	-1.2 data request validation/ emailed it to David Levy and Monitor Denise Rodriguez	2.75	90.00	247.50
01/12/2024	-Assisted Monitor Rafael Ruiz in a zoom meeting to discuss searches and seizure			
	-Assisted Monitor Donald Gosselin in zoom meeting to discuss administrative complaints and internal investigations	3.25	90.00	292.50
	-Organized/transcribed notes			
01/16/2024	-Assisted Monitor Rafael Ruiz in a zoom meeting to discuss policies and procedures	1.75	90.00	157.50
	-Organized/transcribed notes			
01/24/2024	-Assisted Monitor Rafael Ruiz for Fajardo evidence room inspections (Morning: Fajardo and Ceiba; Afternoon: Rio Grande and Luquillo)	9.00	90.00	810.00
	-Organized notes			
01/25/2024	-Status Conference	7.50	90.00	675.00
01/26/2024	-Meeting with David Levy and Inigo Galanes demonstrating/teaching data request/samples	2.00	90.00	180.00
01/29/2024	-Spoke with Monitor Denise Rodriguez via phone			
	-Communicated with Monitor Donald Gosselin via messages	.50	90.00	45.00
	-Emailed PRPB regarding January 30 meeting			
01/31/2024	-January 253 Meeting/transcribing notes	4.25	90.00	382.50
	TOTAL 31.75 HRS @ \$90			2,857.50

S/STEPHANIE LEON

I HEREBY CERTIFY THAT THE AMOUNT BILLED IN THIS INVOICE IS TRUE AND CORRECT IN MY CAPACITY AS A MEMBER OF THE FEDERAL MONITORING TEAM. I FURTHER CERTIFY THAT I HAVE NOT RECEIVED ANY INCOME, COMPENSATION, OR PAYMENT FOR SERVICES RENDERED UNDER A REGULAR EMPLOYMENT OR CONTRACTUAL RELATIONSHIP WITH THE COMMONWEALTH, OR ANY OF ITS DEPARTMENTS, MUNICIPALITIES OR AGENCIES.